DOCUMENT RESUME

ED 267 828 IR 051 489

AUTHOR Bates, Henry E.
TITLE A Packet of Information to Assist Libraries in Data Collection and Interpretation of Statistics for Coordinated Cooperative Collection Development.
INSTITUTION North Bay Cooperative Library System, Santa Rosa, Calif.
PUB DATE [Nov 85]
GRANT LSCA-40-0631
NOTE 100p.; Paper presented at the Annual Conference of the California Library Association (Oakland, CA, November 19, 1985).
PUB TYPE Reports - Research/Technical (143) -- Speeches/Conference Papers (150) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS Data Analysis; *Data Collection; *Interlibrary Loans; Library Acquisition; *Library Collection Development; Library Collections; Library Cooperation; *Library Materials; Library Material Selection; Library Research; *Library Statistics; Statistical Analysis; Worksheets
IDENTIFIERS *California (Santa Rosa)

ABSTRACT

This packet is designed to guide users through the steps that ultimately lead to the assignment of collection responsibilities for individual member libraries of the North Bay Cooperative Library System, Santa Rosa, California. An initial profile of the member libraries examined the subject distribution of books owned, availability of books owned, subject distribution of interlibrary loan requests, acquisitions, and age of materials requested on interlibrary loan. Aids in interpreting the statistics that were developed as a result of the data gathering are offered as well as a composite of the various data among the 14 participating libraries. The last portion of the packet is devoted to a list of subjects and collecting responsibilities as agreed upon by the libraries. (Author/THC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED267828

NORTH BAY COOPERATIVE LIBRARY SYSTEM

COORDINATED COOPERATIVE COLLECTION DEVELOPMENT PROJECT

A PACKET OF INFORMATION TO ASSIST LIBRARIES IN DATA COLLECTION AND INTERPRETATION OF STATISTICS FOR COODINATED COOPERATIVE COLLECTION DEVELOPMENT

U.S. DEPARTMENT OF EDUCATION
OERI
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
This document has been reproduced as received from the person or organization originating it.
Minor changes have been made to improve reproduction quality.
Points of view or opinions stated in this document do not necessarily represent official position or policy.

Library Services & Construction Act
Grant Number 40-0631
FY 1984/85

IR051489

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Linda J. Knutson
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

COORDINATED COOPERATIVE COLLECTION DEVELOPMENT PROJECT

TABLE OF CONTENTS

		PAGES/APPENDIX
BACKGROUND		
	Background, information and explanation of materials	I-2
	Subject divisions by Level I and Level 2	A
	Questions preliminary to staff training	B
TRAINING & SAMPLES		
	Shelflist sample	C
	Shelflist measurement	D
	Title fiche sample	E
	Circulation sample	F
	Acquisitions distribution	G
	Interlibrary loan sample	H
STATISTICAL PROFILES & INTERPRETATION OF DATA		
	Statistical profile from one library	I
	Interpre tation of statistics	J
	Data presented in comparative format	K
	Subject analysis for one of the twenty subject areas	L
RESULTS		
	List of subjects with collecting responsibilities of libraries for the system	M
	Libraries for which collection responsibilities have been accepted	N

NORTH BAY COOPERATIVE LIBRARY SYSTEM

Coordinated Cooperative Collection Development Project

This packet of information is to guide the reader through the various steps that ultimately lead to the assignment of collection responsibilities for individual member libraries.

The goals of the Coordinated Cooperative Collection Development Project as developed in the North Bay Cooperative Library System are to provide maximum library resources for all the residents of the six counties served by the North Bay Cooperative Library System-at the local level, to provide for the majority of local needs and at the system library to provide for additional local needs in a cooperative manner.

The principle has been accepted that each library requires a core collection of materials available locally to support its fundamental and primary mission and goals. NBC libraries further recognize that backup collections, for study and research, may be shared with other libraries thus enhancing the mission of all without damaging accessibility to materials by local users.

In the early stages of NBC's LSCA Project, we reached agreement on what subjects would be analyzed in the data collection phase. They became know as Level One and Level Two subject breakdowns. We also established Codes which is a criteria for collecting density and intensity. In addition, we recruited willing and able librarians who would assist and cooperate in the data gathering step which would provide us with a statistical profile of the collection and how it is used.

The following information was collected to complete the profile of each library's collection of its adult circulating nonfiction books:

Subject distribution of the books owned by the library
Median age of books owned
Availablity of books owned
Subject distribution of books being circulated
Median age of books being circulated
Subject distribution of interlibrary loan requests
Subject distribution of acquisitions
Age of materials requested on interlibrary loan

Following is a brief explanation of the materials in the packet.

DATA COLLECTION

The data that each library collected were analyzed by subject. The project adopted the Level One subject analysis used by the Illinois Coordinated Cooperative Collection Development Project. The Level One analysis covers 20 subject areas. The Level Two analysis was borrowed from the subject headings used by the Sonoma County Library. Both levels are shown in Appendix A.

SUBJECT DISTRIBUTION, AGE, AND AVAILABILITY OF TITLES IN THE LIBRARY COLLECTION

The project staff prepared a short questionnaire which examined the shelflist, circulation records, order slips or other acquisition records and interlibrary loan requests (Appendix B). The material in Appendix C prepares the staff for the shelflist sample using 500 sample titles. This procedure is used when shelflist measurement is not feasible. Shelflist sample (Appendix D) takes the staff through the measurement of the shelflist. Appendix E is the title fiche sample used when this is the only record available. The circulation sample procedure (Appendix F) is for libraries using manual or automated circulation systems, if subject distribution and age statistics are not produced by the automated circulation system's report printouts.

SUBJECT DISTRIBUTION OF ACQUISITIONS

This procedure studies the past acquisitions to permit a comparison with the holdings of the library and use of those holdings (Appendix G).

INTERLIBRARY LOAN REQUESTS

In this procedure, a sample is taken of interlibrary loan requests to find the distribution and age of books being requested from outside the library (Appendix H).

INTERPRETATION OF DATA AND REPORTS GENERATED

After the staff collected data at the local level, this data was sent to the system headquarters to be inputted. The result of that inputting is a statistical report describing the individual library's collection. Appendix I is ONE report of the fourteen libraries analyzed. One of the most important components of the project is the interpretation of the statistics which occurs at the local level, as well as for the system. Appendix J is the handout used to aid in interpreting the statistics.

Appendix K is a packet of information which shows comparisons between the participating libraries for interlibrary loan requests, circulation activity, number of titles, and distribution of shelflist.

The twenty subjects were separately analyzed, and Appendix L is a sample of the FIRST of those twenty subjects examined. The other two Appendices, M and N, are indexes to the main text which describes each subject in detail.

- Henry E. Bates, Jr.
Project Director
November, 1985

LEVEL 1 AND LEVEL 2 SUBJECT DIVISIONS

1. AGRICULTURE
    - A. General Agriculture
    - B. Gardening
    - C. Landscape Design
    - D. Animal Husbandry
2. ARTS
    - A. Art
    - B. Area Planning
    - C. Architecture
    - D. Sculpture
    - E. Ceramics
    - F. Art Metalwork
    - G. Drawing/Design
    - H. Antiques
    - I. Handicrafts
    - J. Interior Design/Furniture
    - K. Painting
    - L. Graphic Arts
    - M. Photography
3. BIOGRAPHY
    - A. Public Figures
    - B. Literary Biography
    - C. Geneology & Heraldry
4. ECONOMICS & BUSINESS
    - A. Economics
    - B. Labor
    - C. Banking/Investments

4. ECONOMICS & BUSINESS, continued

   D. Land/Natural Resources

   E. Public Finance/Taxes

   F. Communication/Transportation

   G. Business/Office Management

   H. Printing/Publishing

   I. Accounting/Management

   J. Personnel

   K. Production/Marketing/Sales

   L. Merchandising/Small Business Management

   M. Advertising/Public Relations

5. EDUCATION

   A. Education

6. ENGINEERING & TECHNOLOGY

   A. Technology

   B. Mechanical/Electrical Engineering

   C. Civil Engineering

   D. Aviation

   E. Motor Vehicles

   F. Space Technology

   G. Manufacturing/Construction

7. GENERALITIES

   A. Knowledege/Libraries

   B. Journalism

8. HISTORY & TRAVEL (NORTH AMERICA)

   A. American Indians

   B. U.S. Description/History

8. HISTORY & TRAVEL(NORTH AMERICA), continued

C. U.S. Regional History

D. California

E. Canada

F. Mexico/Central America & The Caribbean

9. HISTORY & TRAVEL(NON-NORTH AMERICA)

A. World History

B. Geography/Adventure

C. Archaeology/Ancient History

D. Modern European History

E. World War I.

F. World War II.

G. Great Britain(Ireland)

H. Germany

I. Eastern Europe

J. France

K. Italy

L. Spain/Portugal

M. U.S.S.R.

N. Scandinavia/Benelux

O. Switzerland/Balkanes

P. China

Q. Korea/Japan

R. South Asia

S. Southeast Asia

9. HISTORY & TRAVEL (NON-NORTH AMERICA), continued

T. Middle East

U. Africa

V. South America

W. East Asia/New Zealand/Australia

X. Islands/Polar Region

10. HOME ECONOMICS

A. Homemaking

B. Cookery

11. LANGUAGE & LITERATURE (ENGLISH & GENERAL)

A. Language/English Language

B. Literature

C. Writing/Speaking

D. American Literature

E. English Literature

12. LINGUISTICS, LANGUAGE & LITERATURE (NON-ENGLISH)

A. Foreign Languages

B. Germanic/French Literature

C. Italian/Spanish Literature

D. Latin/Greek/Minor Literature

E. Slavic/Far Eastern Literature

13. MEDICAL SCIENCES

A. Medicine

14. MUSIC

A. Music

15. PHILOSOPHY & RELIGION

A. Philosophy

B. Religion

C. Bible

D. Christianity

E. Catholicism

F. Other Christian Churches

G. Mythology

H. Judaism

I. Other Religions

16. POLITICS & GOVERNMENT

A. Political Science

B. World Affairs

C. Legislation

D. Politics

E. Government

F. Military Science

G. Law

H. International Organization

17. PSYCHOLOGY

A. Psychology

B. Occultism

18. RECREATION & SPORTS

A. Recreational Activities/Games

B. Theatre Arts

C. Sports/Outdoor Life

19. SCIENCE

A. General Science

B. Mathematics

C. Astronomy

D. Physics/Chemistry

E. Geology

F. Physical Anthropology

G. Biology

H. Natural History

I. Botany

J. Zoology/Birds/Mammals

20. SOCIOLOGY & ANTHROPOLOGY

A. Sociology

B. Minority Groups

C. Statistics

D. General Welfare/Associations

E. Criminology/Penology

F. Insurance

G. Cultural Anthropology

H. Folklore

CLIENT-CENTERED ANALYSIS OF LIBRARY COLLECTIONS

The client-centered analysis of library collections will be compiling and analyzing statistics to measure the following things:

- -subject distribution, age and availability of titles held
- -subject distribution and age of titles used
- -subject distribution of acquisitions
- -subject distribution of ILL requests

This process will look at nonfiction adult monographs, and will involve the collection of data from various types of records kept by your library, including the shelflist, circulation records, order slips or other acquisition records, and ILL requests. The following questions are designed to help define the nature of the records at your library so that we can tailor the client-centered analysis to fit your library's conditions.

IS THERE A SHELFLIST?

IF YES: IS THE SHELFLIST IN SUBJECT ORDER?

IS THE SHELFLIST IN SOME OTHER FORM?

ARE TOOLS FOR MEASURING IT AVAILABLE?

ARE REFERENCE AND CIRCULATING TITLES INTERFILED?

ARE BRANCH AND HEADQUARTERS RECORDS INTERFILED?

IF NO: IS THERE SOME SORT OF SHELFLIST SUBSTITUTE?

IS THERE A WAY TO DETERMINE TOTAL NUMBER OF TITLES?

IS THE CIRCULATION SYSTEM AUTOMATED OR MANUAL?

IF AUTOMATED:

IN WHAT FORM ARE CIRCULATION STATISTICS REPORTED?

ARE THEY REPORTED SEPARATELY FOR BRANCHES?

ARE CALL NUMBERS SHOWN ON THE RECORDS?

IS THE AGE OF TITLES CIRCULATED REPORTED?

HOW LONG HAS THE SYSTEM BEEN AUTOMATED?

ARE OLD MANUAL CIRCULATION STATISTICS KEPT?

IF MANUAL:

IN WHAT FORM ARE CIRCULATION RECORDS KEPT?

FOR HOW LONG ARE CIRCULATION RECORDS KEPT?

DO CIRCULATION RECORDS SHOW CALL NUMBERS?

DO CIRCULATION RECORDS SHOW PUBLICATION DATES?

IS THE ACQUISITIONS SYSTEM AUTOMATED OR MANUAL?

IF AUTOMATED:

IS LIBRARY USING INNOVACQ?

IS LIBRARY USING SOME OTHER AUTOMATION FOR ORDERING?

ARE RECORDS OF YEAR'S ACQUISITIONS AVAILABLE?

DO RECORDS SHOW CALL NUMBERS?

IF MANUAL:

WHAT RECORDS ARE KEPT OF ACQUISITIONS?

HOW LONG ARE THEY KEPT?

DO RECORDS SHOW CALL NUMBERS?

ARE ACQUISITIONS STATISTICS KEPT SEPARATELY FOR BRANCHES?

HOW ARE GIFT ACQUISITIONS RECORDED?

DOES LIBRARY HAVE AN RLIN TERMINAL IN USE?

HOW MUCH IS THE RLIN TERMINAL USED?

HOW ARE ILL REQUESTS RECORDED?

TITLE REQUESTS?

SUBJECT REQUESTS?

DO ILL RECORDS SHOW CALL NUMBERS?

DO ILL RECORDS SHOW PUBLICATION DATES?

HOW LONG ARE ILL RECORDS KEPT?

ARE ILL STATISTICS KEPT SEPARATELY FOR BRANCHES?

Draft Study #2

SHELFLIST SAMPLE

Using this method, 500 sample titles from the collections will be recorded on a worksheet; the titles on the sheet can then be checked for age and availability. This method also provides a means of estimating the subject distribution of books in the library's collection when shelflist measurement is not feasible, such as when shelflist cards are out of order or in other than call number order.

1. Using the worksheet provided("Worksheet to Determine Sampling Interval"), determine the sampling interval.

2. Starting with the first non-fiction shelflist drawer, count or measure out the sampling interval. If measuring, compress the cards and measure in the same manner decribed in study one.

3. The card immediately following the sampling interval will be the first title for the sample title list. Mark its location by placing a colored card in front of it in the drawer.

4. Beginning with the card <u>after</u> the first sample title card, count or measure out the sampling interval again. Mark the location of the card immediately following with a colored card as in Step 2. Continue this procedure until all 500 sample cards have been marked.

5. To record the information on the list: first number the worksheets provided from 1 to 500 in the item number column. Then record for each item, on the worksheets provided:

    ----the full call number
    ----the author's last name
    ----an abbreviation for the title consisting of the first letter of each word in the title. (e.g. In Search of Excellence would be ISOE.)
    ----date of publication. If more than one date is listed, record the copyright date.

6. If two people work on this procedure, one can measure the interval and mark the cards, and the second can record the information as each card is marked.

7. Go to the shelves and check to see whether each title on the list is actually there. Put an "X" in the last column of the worksheet if the title is on the shelf.; put an "O" in the column if it is not.

8. Do <u>not</u> look anywhere but on the library's public shelves for the titles on the list.

9. Repeat steps 1 through 6 for an additional sample of 100 titles. To figure the sampling interval, use the worksheet provided, but substitute the number "100" wherever "500" appears.

10. The results of the first and the first plus second samples will be compared for consistency. If the subject breakdown percentages are not consistent, then additional samples of 100 should be taken and added to the preceding data until two successive samplings do provide consistent results.

Study #2 Worksheet:
Subject Distribution, Age, and Availability of Titles Data

Name of Library:_____

Date begun:_____ Date finished:_____ Page:_____

Item No.	Call No.	Author	Abbreviated Title	Date of Pub.	On Shelf

Draft Study #1

SHELFLIST MEASUREMENT

In this procedure, measurements will be made along the side of packed cards in the shelflist. The measurements will be taken in inches using a pocket scale, machinist's gauge, or a retractable ruler with a metal hook on the end. Measurements will be of the depth of packed cards in the shelflist that fall within a particular subject area by call number.

1. If possible, start with 2 people. One person should do the actual measurement of shelflist cards, and the other should record the measurements on the worksheets provided. Always have the same person do the measurements so they will be sure to be done consistently.

2. Find the cards that fall within the first call number range specified on the worksheet(they should be at the beginning of the shelflist).

3. Compress all the cards within the range tightly together; hold them with one hand, leaving a small space between the range of cards and those in front and back of the range.

4. With the other hand, measure alongside the compressed range of cards. Record the measurement to the nearest 1/16 of an inch.

5. Find the cards within the next call number range on the worksheet and repeat steps 3 and 4.

6. Repeat steps 3 and 4. for each subsequent call number range listed on the worksheet.

7. When all measurements are taken, total the number of inches and record it in the space at the bottom of the worksheet's last page.

Call No. Range	Inches (Fractions)	Inches (Decimals)			
958.8-958.9					
959					
960-969					
970-970.5					
970.6-970.9					
971					
972					
973					
974-979					
980-989					
990-994					
995-999					

TOTAL INCHES _____

AVERAGE # OF
TITLES PER INCH _____

Call No. Range	Inches (Fractions)	Inches (Decimals)	Call No. Range	Inches (Fractions)	Inches (Decimals)
914.4			930-939		
914.5			940		
914.6			940.1		
914.7			940.2-940.52		
914.71-914.93			940.53-940.54		
914.94-914.99			940.55-940.59		
915-915.18			941-942		
915.19-915.2			943		
915.3			943.1		
915.4			943.2-943.5		
915.5-915.6			943.6-943.9		
915.7			944		
915.8-915.81			945		
915.82-915.83			946		
915.84-915.87			947		
915.88-915.89			947.1-949.35		
915.9			949.36-949.39		
916-916.9			949.4-949.9		
917			950-951.8		
917.1			951.9		
917.2			952		
917.3			953		
917.4-917.9			954		
918-918.89			955-956		
919-919.4			957		
919.5-919.9			958		
920-927			958.1		
928			958.2-958.3		
929			958.4-958.7		

WORKSHEET
TO DETERMINE SAMPLING INTERVAL

1. Record total number of cards or slips in each of the seven sample inches:

   Sample 1 _____
   Sample 2 _____
   Sample 3 _____
   Sample 4 _____
   Sample 5 _____
   Sample 6 _____
   Sample 7 _____

   TOTAL OF SAMPLES: _____

2. Divide the total by 7

   _____ ÷ 7 = _____ Average number of cards or slips per inch.

3. Record the total length in inches of shelflist or other file being measured:

   _____.

4. If sampling from a shelflist or file in which all records are for adult non-fiction books:

   Divide total inches (approximate number of cards) in shelflist by 500 (sample size) _____.

   This will be the sampling interval or the measurement between each card to be selected in the random sample. If this measurement is less than one inch it may be easier for you to count cards for the sampling interval rather than to measure. If so:

5. Multiply total inches in shelflist (#3 above) by average number of cards per inch (#2 above) to get appropriate number of cards in shelflist

   _____.

   (#3 above X #2 above = total cards in shelflist)

6. Divide this number by 500 to determine number of cards per sample interval if counting instead of measuring to draw the random sample. #5 ÷ 500 = _____

7. If sampling from a shelflist or file in which not all the records are adult non-fiction:

   Multipy the total length in inches by the average number of cards or slips per inch to get total number of cards or slips in the file. _____.

8. Record the number of cards or slips listing adult non-fiction books in each of seven sample inches:

9. Divide the total by 7: _____ ÷ 7 = _____ average number of adult non-fiction cards or slips per inch.

10. Multiply the total number of inches by the average number of adult non-fiction cards or slips per inch. _____

11. Divide the result in #8 (the number of adult non-fiction cards or slips) by 500. _____

This will be the sampling interval, or number of cards or slips between each card or slip chosen for the sample. If it is more convenient to measure the interval than count it out, the number can be converted to inches as described below.

12. Divide the result in #8 by the average number of cards or slips per inch (the result in 2) to get the sampling interval in inches. _____

Draft Study #7

TITLE FICHE SAMPLE

Using this method, 500 sample titles from the collection will be recorded on a worksheet; the titles on the sheet can then be checked for age and availability. First, the total number of titles on the fiche list must be known, in order to determine the sampling interval, or number of titles or inches between each title selected for the sample list.

PART A
DETERMINING THE SAMPLE INTERVAL

1. Choose 7 different pieces of fiche at random from the total title fiche.

2. Choose 2 sample column inches on the fiche reader screen from each individual piece of fiche chosen in step one. Count the number of non-fiction titles owned by the library being measured that are listed in each of the 2 sample inches.

3. Add together the number of non-fiction titles in each of the 14 sample inches and divide by 14 to get the average number of non-fiction titles per inch on the title fiche.

4. Measure a sample column and then count the number of columns per fiche. Multiply these two figures together to get the number of column inches per fiche. If the first and last columns are not full, then measure these and add them in to the total separately.

5. Multiply the number of column inches per fiche by the number of non-fiction titles per inch owned by the library being measured. This will give the number of relevant non-fiction titles per fiche. Multiply this number by the number of individual pieces of fiche. Then divide the result by 500. This will give the sampling interval in number of titles. It can be converted to inches if more convenient.

PART B. COMPILING THE LIST OF SAMPLE TITLES AND CHECKING AVAILABILITY

1. Starting with the first piece of fiche, count or measure out the sampling interval.

2. The title immediately following the sampling interval will be the first title for the sample title list. If it is not a non-fiction title, count or measure out the sampling interval again until a non-fiction title is reached.

3. To record the information on the list: first number

the worksheets provided from 1 to 500 in the item number column. Then record for each title, on the worksheets provided:

----the full call number
----the author's last name
----an abbreviation for the title consisting of the first letter of each word in the title. (e.g. In Search of Excellence would be ISOE.)
----date of publication. If more than one date is listed, record the copyright date.

4. Continue counting or measuring out the sampling interval and recording information until the end of the fiche list is reached. If a title sampled is not non-fiction, go on to the title after the next sampling interval.

5. Once the list is complete, go to the shelves and check to see whether each title on the list is actually there. Put an "X" in the last column of the worksheet if the title is on the shelf.; put an "O" in the column if it is not.

6. Do <u>not</u> look anywhere but on the library's public shelves for the titles on the list.

Draft Study #3

CIRCULATION SAMPLE

This study collects data on subject and publication dates of non-fiction books being checked out of the library. It can be used in a library using manual circulation procedures, or in one with an automated circulation system, if subject distribution and age statistics are not produced by the automated circulation system's report printouts. In this study, the call number and publication date of each non-fiction book circulated during a sample period will be recorded.

1.) First, determine the most convenient way for the library to collect the data. Choices are:
a.) at the circulation desk as each book is checked out. In this case, renewals count as books checked out. This is the recommended method to get best data, but may slow down the library's check-out line.
b.) at the end of the day if the library's circulation records show call number and publication date for the items checked out, or at the end of a sample period of time if retrospective records are available.
c.) at the circulation desk as each book is returned. Again, count renewals.
d.) at a sorting-for-reshelving area. This method is best if all books returned go straight to the sorting area after being returned. It will be necessary to record data separately for renewals, for reserve books, and for any other category of books (repairs, etc.) that are held at the circulation desk.

2.) The study must record data for a minimum of 500 (2500 for Level Two) books for the sample period. Thus, the number of sampling days will vary depending on the average non-fiction circulation per day. A supervisor will instruct staff as to the number of days to sample.

3.) To record data: Using the worksheets provided, write down call number and publication date for each non-fiction book checked out (or returned, if data is being collected at the return desk). Do not record data for any interlibrary loan books checked outor returned.

4.) If recording data in a sorting area, data must also be recorded at the circulation desk as books are renewed. In addition, call number and publication date must be recorded for any books held at the circulation desk, such as reserve books. Do this once a day during the sampling period. Be sure to mark books in some fashion as they are recorded so as not to record them twice.

Circulation Sample Data

Name of Library:_____

Date begun:_____ Date finished:_____ Page:_____

Item No.	Call No.	Date of Pub.	Item No.	Call No.	Date of Pub.	Item No.	Call No.	Date of Pub.
00								
01			34			67		
02			35			68		
03			36			69		
04			37			70		
05			38			71		
06			39			72		
07			40			73		
08			41			74		
09			42			75		
10			43			76		
11			44			77		
12			45			78		
13			46			79		
14			47			80		
15			48			81		
16			49			82		
17			50			83		
18			51			84		
19			52			85		
20			53			86		
21			54			87		
22			55			88		
23			56			89		
24			57			90		
25			58			91		
26			59			92		
27			60			93		
28			61			94		
29			62			95		
30			63			96		
31			64			97		
32			65			98		
33			66			99		

Draft Study #4

ACQUISITIONS DISTRIDUTION

In this procedure, call numbers from a sample of previous acquisitions are recorded. The analysis done on this data will show the percentage of titles bought in each of 20 different subject areas.

1. Assemble as many acquisitions records as are available for the period from January 1984 to the present. These may be any records which show call numbers for individual acquisitions, such as order slips for books, lists of new books, or records of acquisitions used for entry into an online system.

2. If lists of new books showing call numbers have already been compiled, these may simply be photocopied in place of following the procedures below.

3. Record the dates covered by the records at the top of the first worksheet provided.

4. If there are 750 or fewer records for adult non-fiction acquisitions: Copy the call number from each adult non-fiction title onto the worksheets. If call numbers are not available on the acquisitions records being used, check a union list (such as RLIN or Catalist) for the call number. Call numbers may be copied directly from the union list to the worksheet.

5. If there are more than 750 records for adult non-fiction acquisitions: Figure a sampling interval using the "Worksheet to Determine Sampling Interval."

6. Starting with the first record, count out the sampling interval. The record at the end of the interval will be the first recorded on the worksheet.

7. Record the call number of the first title sampled on the worksheet. Continue counting out the interval and recording call numbers of titles sampled until the end of available records is reached.

Figure 11: Acquisition Study Data Form

Name of Library _____

Page No. _____

Item No.	Call No.	Other ID	Item No.	Call No.	Other ID	Item No.	Call No.	Other ID
00								
01			34			67		
02			35			68		
03			36			69		
04			37			70		
05			38			71		
06			39			72		
07			40			73		
08			41			74		
09			42			75		
10			43			76		
11			44			77		
12			45			78		
13			46			79		
14			47			80		
15			48			81		
16			49			82		
17			50			83		
18			51			84		
19			52			85		
20			53			86		
21			54			87		
22			55			88		
23			56			89		
24			57			90		
25			58			91		
26			59			92		
27			60			93		
28			61			94		
29			62			95		
30			63			96		
31			64			97		
32			65			98		
33			66			99		

Draft Study #5

INTERLIBRARY LOAN SAMPLE

In this procedure, a sample is taken of interlibrary loan requests to find the distribution and age of books being requested from outside the library. The procedure considers filled requests for book titles, subject requests which are filled by a non-fiction book or books, and subject requests that are not filled. Data for the past year will be sampled.

1. Assemble as many ILL request records as are available for the period from January 1984 to the present. If possible, use records showing call number and publication date for each request. If this information is not on the request records, it can be found for each title requested using the RLIN database.

2. Record the dates covered by the records at the top of the first worksheet provided.

3. If there are 750 or fewer records for adult non-fiction ILL requests: Copy the call number and publication date from each adult non-fiction title onto the worksheets provided.

4. If there are more than 750 records for adult non-fiction ILL requests: Figure a sampling interval by dividing the estimated number of adult non-fiction request records by 600.

5. Beginning at the front of the file, count out the sampling interval. The record at the end of the interval will be the first recorded on the Study 5 worksheet.

6. Record the call number and date of publication for the title on the worksheet provided.

7. Continue counting the sampling interval and recording call number and publication date for each title sampled until the end of the file is reached.

8. If adult non-fiction monographs obtained as subject requests are not covered by the records used above, use the subject request log for the previous year. The staff member most familiar with the subject requests should perform the procedure.

9. Estimate and assign a call number to each subject request for or filled by non-fiction adult monographs in the previous year.

10. List the call numbers and, if available, publication dates on the worksheets provided. If no date is available, write "ND" for "No Date."

Draft Study #6

INTERLIBRARY LOAN LOG-IN

This study records interlibrary loan requests as they come into the library. The procedure is intended to collect data on all requests for interlibrary loan materials, both filled and unfilled.

1. The log-in procedure will be followed for a 4-week sample period of time.

2. Each day in the sample period, collect all ILL request cards after verification and before they are processed. Photocopy them on sheets of paper to show the call number (if available), author, title, and publication date.

3. Save the photocopies and send to NBC as directed for analysis.

Figure 13: Local Library Interlibrary Loan Data Form

Name of Library _____

Page No. _____

Item No.	Call No.	Date of Pub.	Item No.	Call No.	Date of Pub.	Item No.	Call No.	Date of Pub.
00								
01			34			67		
02			35			68		
03			36			69		
04			37			70		
05			38			71		
06			39			72		
07			40			73		
08			41			74		
09			42			75		
10			43			76		
11			44			77		
12			45			78		
13			46			79		
14			47			80		
15			48			81		
16			49			82		
17			50			83		
18			51			84		
19			52			85		
20			53			86		
21			54			87		
22			55			88		
23			56			89		
24			57			90		
25			58			91		
26			59			92		
27			60			93		
28			61			94		
29			62			95		
30			63			96		
31			64			97		
32			65			98		
33			66			99		

North Bay Cooperative Library System
Coordinated Cooperative Collection Development Project
Workshop on Setting Collection Density Codes
April 17, 1985

INTERPRETATION OF STATISTICS

The statistics in CCCD project library reports tell, for each subject area studied:

-availability of books on the shelf in that area
-proportion of library's holdings in that area
-proportion of acquisitions going into each area
-proportion of publishing output devoted to each area
-proportion of circulation occurring in that area
-proportion of ILL requests within that area.

The first four factors can tell more about the collection itself; the last two focus on client demand, but can by inference provide information about the collection. Before making any final judgments about the strength or weakness of a particular subject area of the collection, all of these factors, as well as knowledge of the collection itself, must be taken into consideration.

The following paragraphs provide examples of the manner in which this data might be interpreted. At all points, it must be remembered a statistical report is one tool, and is best combined with others for good judgments to be made.

Holdings:
A high percentage here may imply a strong collection; a low percentage may imply a weak collection. The actual number of titles within an area may also be considered when making this judgment.

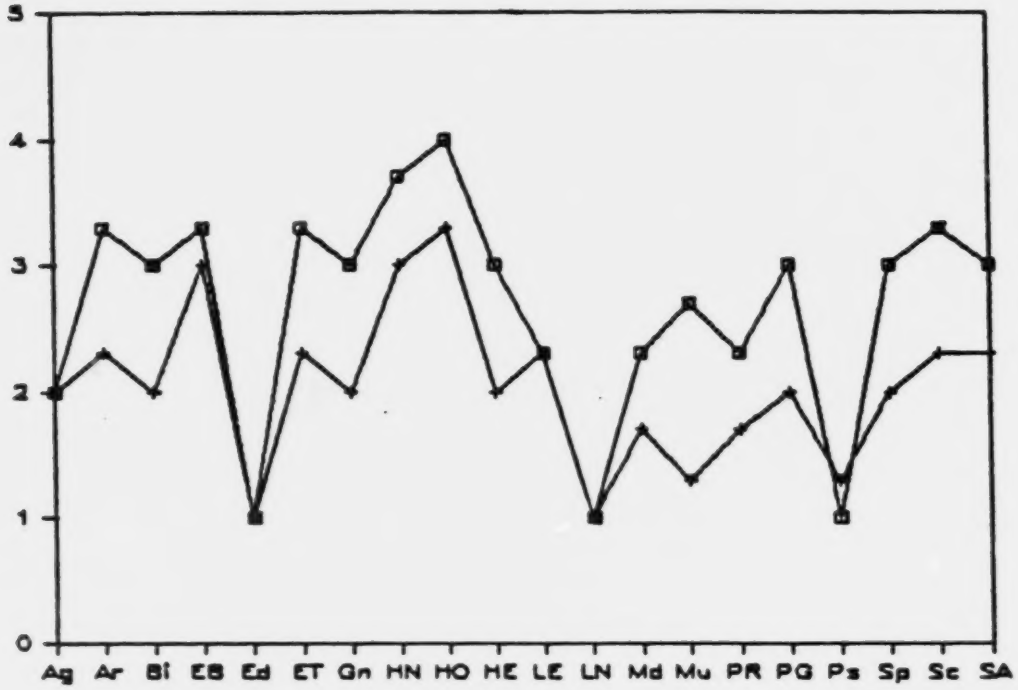
Acquisitions:
A high acquisitions percentage alongside low holdings may imply a weak collection which is in the process of being improved. If the proportions of both holdings and acquisitions are low, this may imply a weak collection for which no build-up effort is being made. If acquisitions and holdings are high, then a strong collection which is being well-maintained is implied.

Publishing Output:
These figures can be compared primarily to acquisitions. If acquisitions is a larger proportion than publishing output, a strong collection (or collecting effort) may implied. If acquisitions is a smaller proportion than publishing output, then a weaker collection may be implied.

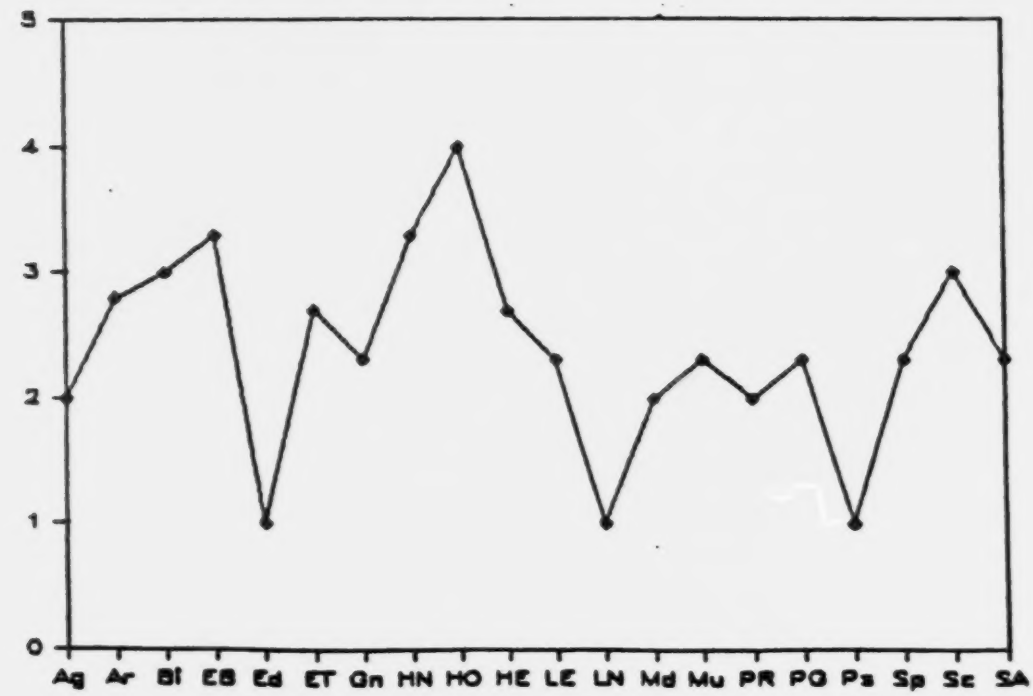
Availability:
High availability figures might imply either a weak, old collection or an extensive one. To determine which may be the case, compare availability can be compared to circulation. High availability associated with low circulation may imply a weak collection, while high availability associated with high circulation may imply a strong, extensive collection.

Circulation and ILL Requests:
These two factors can tell much about the collection when viewed together. High circulation associated with low ILL may imply a strong subject area in which a high client demand is being well-met. Low circulation associated with high ILL, on the other hand, may imply a demand in an area which the collection is too weak to meet. It is more difficult to make judgments about the collection itself if ILL and circulation are both high or low, but these figures do then give strong indications of client demand.

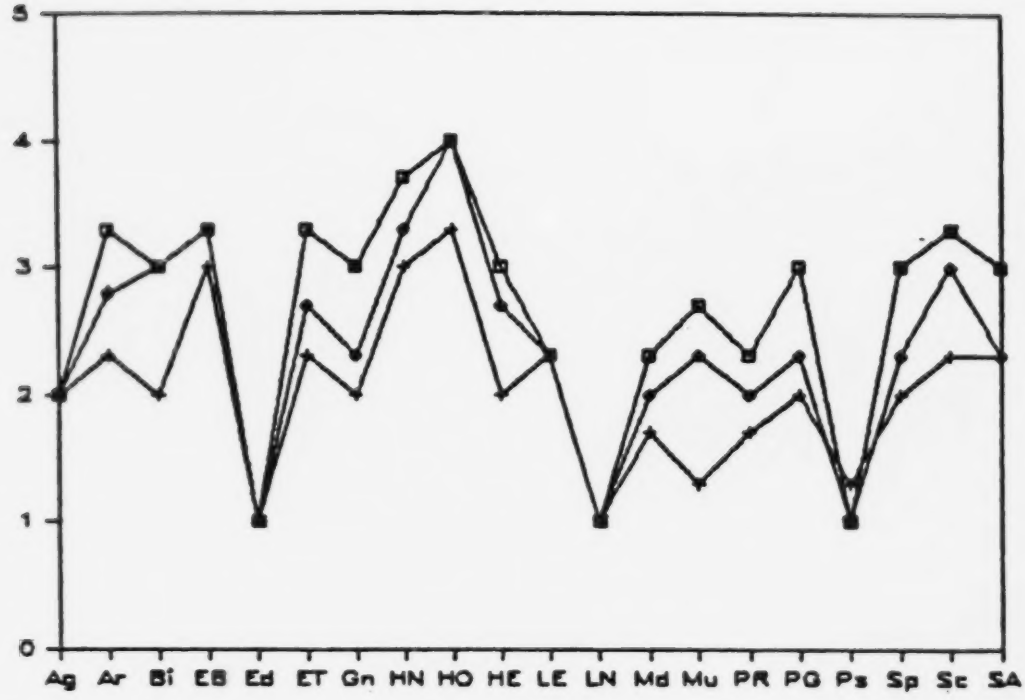
CODE–SETTING EXERCISE



□ Katie's opinion + Henry's opinion



♦ Compromise



□ Katie's opinion + Henry's opinion ◇ Compromise

DATA PRESENTED IN COMPARATIVE FORM BY SUBJECT

	Page
Distribution of Interlibrary Loan Requests	2, 3, 4
Subject Distribution of Circulation Activity	5, 6
Estimated Titles by Subject	7, 8
Subject Distribution of Shelflist	9, 10
Significant Libraries by Titles, Interlibrary Loan Requests and Circulation	11
NBC Libraries with 50,000 or More Volumes	12
Publisher's Weekly Statistics and Individual Library Acquistions	13
NBC Interlibrary Loan Requests by Subject	14
Table of Abbreviations for Libraries	15

Subject Distribution of I.L.L. Requests

(Individual Library Percentages)

	%	0-2	3-4	5-6	7-8	9-10	11-12	13-14	15+
AGRICULTURE		MA MV SH SR SU TR	JC LA NP NV SA SL SO	ME					
ARTS		JC	MA SU TR	NP	LA SA SH SL	SR	ME MV SO		NV
BIOGRAPHY		JC ME NV SU	MA MV SO	LA SR	NP SA TR	SH SL			
ECONOMICS/ BUSINESS				JC LA ME MV NP NV SH SL	SA SO TR	MA SR SU			
EDUCATION		LA MA ME MV NP SA SH SO SL SR TR	NV SU	JC					
ENGINEERING/ TECHNOLOGY		MV	LA NP NV SH SR SU	JC MA ME SO SL	TR				
GENERALITIES		LA MA ME MV NP SA SH SO SR SU TR	JC SL	NV					
HISTORY/TRAVEL NORTH AMERICA		MV NV SA	MA ME SO SH	NP SO SU TR	JC LA		SL		
HISTORY/TRAVEL OTHER			MA NP NV SL SO	SR SU	JC LA ME SA		SH	MV TR	

	%	0-2	3-4	5-6	7-8	9-10	11-12	13-14	15+
HOME ECONOMICS		JC LA MA ME MV SR SU	NP NV SA SL SO TR	SH					
LANGUAGE/ LITERATURE: ENGLISH		SA SL TR	ME SH	LA MA NV SO	MV NP	SU			
LINGUISTICS/ LANGUAGE/ LITERATURE: NON ENGLISH		JC LA MA ME NP NV SA SH SO TR	MV SL SR SU						
MEDICAL SCIENCES			JC SL	LA ME SA SO SR TR	MA MV NP SH	NV SU			
MUSIC		LA MA ME NP NV SA SH SL SR SU TR	JC MV SO						
PHILOSOPHY/ RELIGION		TR	SH SR	ME MV NP NV SA SL SU	JC LA SO	MA			
POLITICS/ GOVERNMENT		JC LA MA MV NP SA SH SO	ME NV SL SR	SU			TR		
PSYCHOLOGY			JC ME SL	LA MV NP NV SR SU	SA	MA SH SO TR			
RECREATION/ SPORTS		MV NV SU	JC LA MA NP SA SH SL SO TR	ME	SR				

	%	0-2	3-4	5-6	7-8	9-10	11-12	13-14	15+
SCIENCE		SO	LA MA NP SA SH	JC MV NV SL SR TR	ME	SU			
SOCIOLOGY/ ANTHROBOLOGY		TR	NV SH SL SO SR	JC LA MA ME NP SA SU	MV				

41

42

Subject Distribution of Circulation Activity

(Individual Library Percentages)

	x̄	0-2	3-4	5-6	7-8	9-10	11-12	13-14	15+
AGRICULTURE		MV NV SU	JC MA SA SL SO SR	ME NP SH TR	LA				
ARTS			NV SU TR	ME SL	JC NP SH SR	MA MV	SA	SO	
BIOGRAPHY		JC ME NV SR SU TR	LA MA SA SL	MV SO		NP SH			
ECONOMICS/ BUSINESS				ME MV SH SR SU TR	JC LA SA SL	MA NP NV SO			
EDUCATION		(12 libraries)	JC		SU				
ENGINEERING/ TECHNOLOGY		SU	LA MA MV NV SA SO SR	JC ME NP	SH	SL TR			
GENERALITIES		(11 libraries)	NP NV	TR					
HISTORY/TRAVEL NORTH AMERICA		NV	TR	MA MV NP SO SU	JC LA ME SA SL	SH SR			
HISTORY/TRAVEL OTHER			JC NV	SU TR	LA NP SL SO	ME	MA SH SR	MV	SA
HOME ECONOMICS		JC NV SU	LA SO	MA ME NP SA SL SR TR	MV SH				
LANGUAGE/ LITERATURE: ENGLISH		SH SO	LA NP SR TR	ME SA	NV SL	MA	MV		JC SU

	x̄	0-2	3-4	5-6	7-8	9-10	11-12	13-14	15+
LINGUISTICS/ LANGUAGE/ LITERATURE: NON ENGLISH		(10 libraries)	NV	JC SU		TR			
MEDICAL SCIENCES			JC MV	MA ME SA SR SU	KA NP SH SL SO TR				NV
MUSIC		(12 libraries)	SO SU						
PHILOSOPHY/ RELIGION		MA MV NP SA SL TR	SH	NV SO SR SU	JC LA ME				
POLITICS/ GOVERNMENT		JC NP SA SH SL SO SU	LA MA ME MV NV SR				TR		
PSYCHOLOGY		SO TR	JC LA MA ME MV NP NV SH SU	SA SL SR					
RECREATION/ SPORTS		JC NP NV SU	LA SH	MA ME MV SA SL SO TR	SR				
SCIENCE		MV NP SA SR	MA SL TR	JC LA ME SH SO	SU				
SOCIOLOGY/ ANTHROPOLOGY			SH	MA MV NV SA SO SL TR	LA ME NP SR SU	JC			

Estimated Titles by Subject

	0-3,000	3,000-5,000	5,000-10,000	10,000-15,000	over 15,000
AGRICULTURE	(12 libraries)		MA SO		
ARTS	LA NV SH TR	JC ME MV NP SA SL SR	SO	SU	MA
BIOGRAPHY	(8 libraries)	LA ME MV	NP SO		MA
ECONOMICS/ BUSINESS	(8 libraries)	JC NP NV	MA	SO	SU
EDUCATION	(13 libraries)			SU	
ENGINEERING/ TECHNOLOGY	(11 libraries)	SU	MA	SO	
GENERALITIES	(13 libraries)	SO			
HISTORY/TRAVEL NORTH AMERICA	HV SA SH SL TR	LA ME MV SR	JC NP	SO	MA SU
HISTORY/TRAVEL OTHER	SH SL	LA ME NV SA SR TR	JC MV NP	MA SO	SU
HOME ECONOMICS	(12 libraries)	SO	MA		
LANGUAGE/ LITERATURE: ENGLISH	LA SA SH TR	ME SL SR	MV NP NV	SO	JC MA SU
LINGUISTICS	(11 libraries)	JC	MA		SU

	0-3,000	3,000-5,000	5,000-10,000	10,000-15,000	over 15,000
MEDICAL SCIENCES	(11 libraries)	SO	MA SU		
MUSIC	(12 libraries)	SO		SU	
PHILOSOPHY	(10 libraries)	JC	MA SO	SU	
POLITICS/ GOVERNMENT	(9 libraries)	NP TR	MA SO	SU	
PSYCHOLOGY	(12 libraries)	MA SU			
RECREATION/ SPORTS	(10 libraries)	NP SU	SO	MA	
SCIENCE	(8 libraries)	NP	JC NV SO	MA	SU
SOCIOLOGY/ ANTHROPOLOGY	(8 libraries)	JC NP MV		SO SU	MA

Subject Distribution of Shelflist

	%	0-2	3-4	5-6	7-8	9-10	11-12	13-14	15+
AGRICULTURE		(10 libraries)	LA MA SH SO						
ARTS			NV SU TR	JC LA NP SH SO	MA MV SL	ME SR	SA		
BIOGRAPHY		JC SU	NV	SL SO SR TR	MA ME NP	LA MV SA SH			
ECONOMICS/ BUSINESS			LA MA ME MV SH	JC NP SA SL SR TR	NV SO SU				
EDUCATION		(13 libraries)	SU						
ENGINEERING/ TECHNOLOGY		NV SU	JC MA ME MV NP SA SR	LA SL TR	SO	SH			
GENERALITIES		(14 libraries)							
HISTORY/TRAVEL NORTH AMERICA				NV SL	ME MV SA SH SO SR SU TR	JC LA MA NP			
HISTORY/TRAVEL OTHER					MA NP NV SH SL SO	JC LA ME SR SU	MV SA TR		
HOME ECONOMICS		JC NV SU	LA MA ME MV NP SA SO SR TR	SL	SH				

51

52

	x̄	0-2	3-4	5-6	7-8	9-10	11-12	13-14	15+
LANGUAGE/ LITERATURE: ENGLISH			LA		ME SH SL SO TR	MA MV NP SA	SR	NV	JC S
LINGUISTICS/ LANGUAGE/ LITERATURE: NON ENGLISH		LA ME MV NP SH SL SO SR	MA NV SA TR	JC	SU				
MEDICAL SCIENCES			(13 libraries)	LA					
MUSIC		(13 libraries)	SU						
PHILOSOPHY/ RELIGION		SA TR	(13 libraries)	JC NV					
POLITICS/ GOVERNMENT			(9 libraries)	NP NV SL SO		TR			
PSYCHOLOGY		(13 libraries)	ME						
RECREATION/ SPORTS		JC NV SU	LA NP SA SH SO	MA ME MV SR TR	SL				
SCIENCE			SL MV	MA ME ~~MR~~ JP SA SH SO SR TR	JC LA		SU		N
SOCIOLOGY/ ANTHROPOLOGY				(9 libraries)	LA MA SL SO SU				

SIGNIFICANT LIBRARIES BY TILES, I.L.L. REQUESTS, AND CIRCULATION

	TITLES 5,000 and over	I.L.L. REQUESTS 9 percent and over	CIRCULATION 9 percent and over
AGRICULTURE	MA,SO		
ARTS	MA,SO,SU	ME,MV,NV,SO,SR	MA,MV,SA,SO
BIOGRAPHY	MA,NP,SO	SH,SL	NP
ECONOMICS/BUSINESS	MA,SO,SU	SR,SU	MA, NP, NV,SO
EDUCATION	SU		
ENGINEER/TECHNOLOGY	MA,SO	SA	SL,TR
GENERALITIES			
HIST/TRAVEL/NO AMER	JC,MA,NP,SO,SU	SL	LA, SH,SR
HIST/TRAVEL/OTHER	JC,MA,MV,NP,SO,SU	MV TR	MA,ME,MV,SA,SH,SR
HOME ECONOMICS	MA	SH	
LANG/LITERAT/ENGLISH	JC,MA,MV,NV,NPS,SO,SU	JC SU	JCMAMV SU
LINGUISTICS/LNG/LIT NON-ENGLISH	MA	SU	TR
MEDICINE	MA SU	NV SU	NV
MUSIC	SU		
PHILOSOP/RELIGION	MA SO,SU	MA	
POLITICS/GOVERNMENT	MA SO,SU	TR	TR
PSYCHOLOGY			
RECREATION/SPORTS	MA SO		
SCIENCE	JC,MA,NV SO,SU	S U	NV SU
SOCIOLOGY/ANTHROPOLOGY	MA SO,SU	MV	JC

NBC Libraries With 50,000 Or More Volumes

		volumes	periodical titles
1.	Sonoma County	659,246	1311
2.	Marin County	650,000	350
3.	Solano County	513,000	600
4.	Sonoma State	330,000	2800
5.	Napa City-County	211,000	365
6.	Mendocino County	142,835	50
7.	San Rafael	130,000	277
8.	Mill Valley	115,000	400
9.	Santa Rosa Junior College	90,000	600
10.	Lake County	60,000	138

BEST COPY AVAILABLE

Publisher's Weekly Statistics & Individual Library Acquisitions

	Bowker Publish.	JC	LA	MA	MV	NP	NV	SA	SH	SL	SO	SR	SU	TR	percent
Agriculture	1.20	3.02	11.29	2.96	1.50	2.84	1.45	4.62	2.18	1.66	3.00	2.19	1.44	.80	
Arts	4.23	3.69	4.84	7.07	9.65	4.59	5.35	7.95	5.81	3.01	3.92	7.87	7.43	3.47	
Biography	4.84	0.50	15.59	3.95	5.87	5.95	2.67	5.78	7.69	6.02	5.48	6.19	0.48	1.07	
Econ./Bus.	10.06	9.38	4.84	11.84	7.28	6.35	14.92	9.68	7.11	8.28	7.70	8.65	9.11	10.40	
Education	2.40	2.01	2.15	1.32	0.96	1.08	2.90	0.43	2.18	0.90	.78	0.52	3.36	3.60	
Engin./Tech.	6.18	7.54	5.91	5.10	3.28	7.16	3.01	4.19	9.29	3.77	4.57	3.35	1.92	6.80	
Generalities	6.75	5.70	1.08	3.62	2.91	4.32	3.90	2.31	3.48	2.11	6.79	3.48	4.32	3.33	
His./Tr.-NA	2.15	5.19	5.91	5.59	6.87	5.95	2.34	8.82	4.50	4.97	5.61	5.55	6.47	4.00	
His./Tr.-Other	4.30	7.87	7.53	9.21	8.69	5.95	3.01	10.26	8.42	4.82	7.18	8.77	8.39	6.93	
Home Ec.	2.69	2.85	3.76	8.72	5.64	9.19	0.89	6.94	8.42	11.45	9.27	5.16	1.20	6.27	
L&Lit.-Eng.	6.32	10.39	2.69	6.58	9.42	6.76	8.46	7.23	5.08	8.43	5.35	9.16	14.63	3.33	
L,L&L-Non-Eng.	5.48	3.52	0.54	0.33	2.05	2.43	1.78	0.87	1.02	1.05	1.31	2.06	2.40	10.27	
Medicine	7.23	6.70	7.53	8.22	5.46	6.08	6.90	4.19	9.43	6.33	7.70	7.74	5.04	8.53	
Music	0.89	2.35	0	1.81	3.37	1.08	4.68	2.89	2.18	2.71	1.96	1.68	3.36	1.07	
Phil./Rel.	6.78	3.18	5.38	0.66	2.50	2.70	2.12	1.16	2.76	3.46	2.61	3.35	3.36	1.60	
Pol. Gov't	6.27	7.20	3.23	4.77	3.87	3.11	8.46	4.62	2.47	5.87	5.22	3.61	5.28	12.27	
Psychology	2.30	1.34	1.61	2.47	2.18	3.24	2.45	1.88	2.76	4.07	1.70	2.32	0.72	1.47	
Rec. & Sports	3.10	3.35	4.30	4.77	7.92	6.22	2.56	5.78	4.06	4.82	6.40	6.06	4.32	5.33	
Science	7.41	6.70	1.08	5.26	3.87	5.81	12.14	4.48	3.77	4.97	4.57	4.65	11.75	3.33	
Soc. & Anthro.	9.05	7.20	10.75	5.76	6.73	9.19	10.02	5.92	7.40	11.30	8.88	7.61	5.04	6.13	

57

58

* MV not included because of low sample.

NBC ILL Requests By Subject
(463 numbers)

SUBJECT	PERCENT
Economics & Business	11
Arts	8
Engineering & Technology	8
History & Travel (North America)	8
Language & Literture (English)	7
History & Travel (Other)	6
Philosophy & Religion	6
Sociology & Anthropology	6
Medicine	5
Psychology	5
Agriculture	4
Home Economics	4
Science	4
Generalities	3
Music	3
Politics & Government	3
Recreation & Sports	3
Biography	2
Education	2
Linguistics (Non-English)	2

TABLE OF ABBREVIATIONS FOR LIBRARIES

JC SANTA ROSA JUNIOR COLLEGE

JC	SANTA ROSA JUNIOR COLLEGE
LA	LAKE COUNTY
MA	MARIN COUNTY
ME	MENDOCINO COUNTY
MV	MILL VALLEY PUBLIC
NP	NAPA CITY-COUNTY
NV	NAPA VALLEY COLLEGE
SA	SAUSALITO PUBLIC
SH	SAINT HELENA PUBLIC
SL	SOLANO COUNTY
SO	SONOMA COUNTY
SR	SAN RAFAEL PUBLIC
SU	SONOMA STATE UNIVERSITY
TR	TRAVIS AIR FORCE BASE

SAMPLE OF ONE OF THE TWENTY SUBJECT AREAS ANALYSED

AGRICULTURE:

This subject encompasses the Level 2 divisions of General Agriculture, Gardening, Lanscape Design, and Animal Husbandry. The subject is represented by a fairly low percentage of ILL requests, except for Mendocino County which gets special requests because of the reading lists put out by the Western Forestry Information Network (WEST FORNET).

Circulation as reflected on the grid also runs on the low to below average with Lake County having a disproportionate activity in the subjects of Dogs, Cats, Birds, and Farm Animals. It appears as if most of the system circulation is in the area of domestic pets and gardening.

There are only two libraries with large collections; they are Marin County with 8,000 estimated titles, and Sonoma County with 5,500 estimated titles.

Under Agriculture, the 634 Dewey Number is reserved for "grapes fruit culture". The number of titles in this area does not seem to be statistically significant.

Most of the viticulture collection is classified in the broad subject areas of Engineering and Technology, and Home Economics.

Of the "significant activity" libraries, the following expressed interest in the area:

- Lake County has been buying some materials on farm animals, but admittedly they do not have a large collection.
- Mill Valley has been collecting in the areas of Native Plants and Classical Gardening Books.
- Santa Rosa Junior College has been buying in curriculum related areas of Agribusiness, Forestry, Floristry, Viticulture, and Landscape Design.
- Sonoma County will continue to buy in the broad area of Agriculture.

AGRICULTURE

Significant Libraries
(Based on Titles, ILL & Circulation Activity)

Agriculture
630-634
S

Library	Estimated Titles
SO	2012
JC	400
SH	150

Gardening
635
SB450.9-476.4

SO	1270
JC	150

Animal Husbandry
636-639
SF

SO	1962
JC	250

Landscape Design
712-719
SB472.7

JC	100

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Agriculture

Agriculture	SO *
Animal Husbandry	SO * JC LA
Viticulture	SO * SH * JC
Horticulture	JC *
Native Plants	MV *
Historical Gardens	MV *
Agribusiness	JC
Landscape Design	JC
Floristry	JC
Forestry	JC

*Primary Collecting Libraries

North Bay Cooperative Library System
COORDINATED COOPERATIVE COLLECTION DEVELOPMENT

List of Subjects
with Collecting Responsibilities
of Libraries for the System

	Page
Table of Abbreviations for Libraries	1
Agriculture	2
Arts	3
Biography	4
Economics and Business	5
Education	6
Engineering and Technology	7
Generalities	8
History and Travel -North America	9
History and Travel -other	10
Home Economics	11
Language and Literature -English	12
Linguistics, Language and Literature -non-English	13
Medicine	14
Music	15
Philosophy and Religion	16
Politics and Government	17
Psychology	18
Recreation and Sports	19
Sciences	20
Sociology and Anthropology	21

October, 1985

Table of Abbreviations for Libraries

JC	Santa Rosa Junior College
LA	Lake County
MA	Marin County
ME	Mendocino County
MV	Mill Valley Public
NP	Napa City-County
NV	Napa Valley College
SA	Sausalito Public
SH	St. Helena Public
SL	Solano County
SO	Sonoma County
SR	San Rafael Public
SU	Sonoma State University
TR	Travis Air Force Base

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Agriculture

Agriculture	SO *
Animal Husbandry	SO *
	LA
Viticulture	SO * SH * JC
Horticulture	JC *
Native Plants	MV *
Historical Gardens	MV *
Agribusiness	JC
Landscape Design	JC
Floristry	JC
Forestry	JC

*Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Arts

Art (history, theory, appreciation)	SU *
Art (modern)	SA
Art (fine)	SR
Architecture	MV SR
Ceramics	JC *
Commercial Illustration	JC
Drawing/Design	SO * JC MA
Interior Design/Furniture	MA * SR
Painting	MA * SO
Photography	MA MV NV JC SU

* Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Biography

Biography	NP *
Genealogy	SO *

*Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Education	SO
Special Education	SU *
Pre-School	JC *
Child-Development	JC *
Bi-lingual	JC

*Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Economics and Business

Banking/Investments	
Banking	JC
Investments	SO*
	SL
	MA
	SR
Business/Office Management	
Bookeeping, Records Management	MA*
	JC
Accounting/Management	
Accounting	MA*
Management	SU*
Merchandising/Small Business Management	
Small Business	SO*
	SR
	SL
	MA
Small Business (Inventions and Patents)	JC*

*Primary Collection Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Engineering and Technology:

Mechanical/Electrical Engineering	
Electronic	JO *
	SR
Nautical	SA *
Radio Communication	SO *
Microwave Technology	JC
Aviation	
Aeronautics	TR *
Motor Vehicles	SO *
	SL
Manufacturing/Construction	
Manufacturing/Construction	SO *
	SR
Wine Making	SH *
	SO *
Carpentry	SO *
	JC

* Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Generalities

Libraries	SO*
Computer Science	SU*

*Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

History and Travel - North America

American Indians	SU* JC
Pomo Indians	ME*
Miwok Indians	MV*
California History	NP SO MA

* Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTION RESPONSIBILITIES

History and Travel-Other:

Modern European History	NP*
World War II	TR*
(Holocaust)	SU*
China	SU*
Korea/Japan	TR*
South Asia	SU*
Southeast Asia	SU*
(Vietnam)	TR*
Africa	SU*
Pacific	SU*
Latin America	SU*

*Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Home Economics

Homemaking Childrearing	SL *
Restaurant Management	JC *
Diet Technology	JC

* Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Language and Literature - English

Literature	
Literary Criticism	SU*
	MA
Writing/Speaking	
Speech, Rhetoric	JC*
American Literature	SU*
	MA
English Literature	SU*
	MA
Drama	SU*
	JC
	MV

*Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Linguistics, Language and Literature - Non-English

Slavic/Far Eastern Literature Japanese and Korean	TR *
Spanish language materials	SL SO NP SH

* Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Medicine

Nursing	SU *
Psychiatric Nursing	JC *
Psychotherapy	SR *
Preventive Medicine	MA *
Drugs - Side Effects	MA *

*Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Music

Music	SU *
American Music	SU *
Scores, books, & recordings	SU *
Sheet music & song books	SO *

*Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Philosophy and Religion

Philosophy	SU *
Religion	SU *

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Politics and Government:

Military arts and sciences	TR*

*Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Psychology

Psychology	SU *
Jungian Psychology	MV *
Psychology (Self-Actualization)	MA *
Death and Dying	JC *
Occult	SO *

*Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Recreation and Sports	MA*
Theatre Arts	JC* MV SO
Film	SO* MV
Physical Education	SU*
Sailing	SA*

*Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Sciences

Mathematics	SU*
Astronomy	SU*
	JC
Physics	SU*
Chemistry	SU*
Geology	SU*
Earthquakes	SU*
	NV
Biology	SU*
Natural History	NV

*Primary Collecting Libraries

AREAS OF CONCENTRATION WITH PRIMARY COLLECTING RESPONSIBILITIES

Sociology and Anthropology:

Sociology	SU*
Aging	JC*
Deviant Behavior	JC*
Minority Groups	SU*
Family & Marriage	SU*
General Welfare/Associations	
Alcoholism & Drug Use	SU*
Criminology/Penology	
Criminal Justice	SU*
Administration of Justice	JC*
Women's Studies	SU*
	SO

* Primary Collecting Libraries

North Bay Cooperative Library System
COORDINATED COOPERATIVE COLLECTION DEVLEOPMENT

Libraries for which
Collection Responsibilities
have been Accepted

Library	Page
Lake County	13
Marin County	4
Mendocino County	12
Mill Valley Public	6
Napa City-County	7
Napa Valley College	14
St. Helena Public	9
San Rafael Public	10
Santa Rosa Junior College	2
Sausalito Public	8
Solano County	11
Sonoma County	3
Sonoma State University	1
Travis Air Force Base	5

October, 1985

SONOMA STATE UNIVERSITY LIBRARY

SUBJECTS FOR WHICH PRIMARY COLLECTION RESPONSIBILITIES HAVE BEEN ACCEPTED

ART (history, theory, appreciation)
MANAGEMENT
EDUCATION (special education)
COMPUTER SCIENCE
AMERICAN INDIANS
WORLD WAR II (holocaust)
CHINA
INDIA
AFRICA
PACIFIC
LATIN AMERICA
SOUTHEAST ASIA
LITERARY CRITICISM
AMERICAN LITERATURE
ENGLISH LITERATURE
DRAMA
NURSING
MUSIC (scores, books, recordings)
PSYCHOLOGY
PHYSICAL EDUCATION
ASTRONOMY
CHEMISTRY
MATHEMATICS
BIOLOGY
GEOLOGY
PHYSICS
ALCHOLISM AND DRUG USE
MINORITY GROUPS
CRIMINAL JUSTICE
SOCIOLOGY
WOMEN'S STUDIES

SUBJECTS THAT COLLECTING WILL CONTINUE BUT ARE NOT PRIMARY COLLECTION RESPONSIBILITIES

PHOTOGRAPHY

SANTA ROSA JUNIOR COLLEGE LIBRARY

SUBJECTS FOR WHICH PRIMARY COLLECTION RESPONSIBLITIES HAVE BEEN ACCEPTED

HORTICULTURE
CERAMICS (Pottery)
SMALL BUSINESS (Inventions and Patents)
EDUCATION (Pre-school and child development)
RESTAURANT MANAGEMENT
DIESEL TECHNOLOGY
MACHINE TOOL TECHNOLOGY
EMERGENCY MEDICAL TECHNOLOGY
RADIOLOGICAL TECHNOLOGY
FIRE SCIENCE
DEATH AND DYING
SPEECH, RHETORIC
THEATRE ARTS
PSYCHIATRIC NURSING
AGING
DEVIANT BEHAVIOR
ADMINISTRATION OF JUSTICE

SUBJECTS THAT COLLECTING WILL CONTINUE BUT ARE NOT PRIMARY COLLECTION RESPONSIBILITIES

AGRIBUSINESS
LANDSCAPE DESIGN
FLORISTRY
FORESTRY
VITICULTURE
BANKING
REAL ESTATE
INSURANCE
MANAGEMENT
BOOKKEEPING, RECORDS MANAGEMENT
DRAWING/DESIGN
PHOTOGRAPHY
JEWELRY MAKING
COMMERCIAL ILLUSTRATION
PRINT MAKING
DIET TECHNOLOGY
EDUCATION (Bi-lingual)
AMERICAN INDIANS
WELDING
MICROWAVE TECHNOLOGY
CARPENTRY
ASTRONOMY

SONOMA COUNTY LIBRARY

SUBJECTS FOR WHICH PRIMARY COLLECTION RESPONSIBILITIES HAVE BEEN ACCEPTED

AGRICULTURE
ANIMAL HUSBANDRY
VITICULTURE
DRAWING/DESIGN
INVESTMENTS
SMALL BUSINESS
ELECTRONIC ENGINEERING
MOTOR VEHICLES
RADIO COMMUNICATION ENGINEERING
CONSTRUCTION
WINEMAKING
OCCULT
LIBRARY SCIENCE (public libraries)
GENEALOGY
MUSIC (sheet music and song books)
FILM
SPANISH LANGUAGE

SUBJECTS THAT COLLECTING WILL CONTINUE BUT ARE NOT PRIMARY COLLECTION RESPONSIBILITIES

PAINTING
MANAGEMENT
EDUCATION
CALIFORNIA HISTORY
THEATRE ARTS

MARIN COUNTY LIBRARY

SUBJECTS FOR WHICH PRIMARY COLLECTION RESPONSIBILITIES HAVE BEEN ACCEPTED

INTERIOR DESIGN/FURNITURE
PAINTING
BOOKKEEPING, RECORDS MANAGEMENT
ACCOUNTING
PREVENTIVE MEDICINE
DRUGS-SIDE EFFECTS
PSYCHOLOGY (self actualization)
RECREATION AND SPORTS

SUBJECTS THAT COLLECTING WILL CONTINUE BUT ARE NOT PRIMARY COLLECTION RESPONSIBILITIES

DRAWING/DESIGN
PHOTOGRAPHY (Corte Madera Branch)
SMALL BUSINESS
INVESTMENTS
CALIFORNIA HISTORY
LITERARY CRITICISM
AMERICAN LITERATURE
ENGLISH LITERATURE

TRAVIS AIR FORCE BASE LIBRARY

SUBJECTS FOR WHICH PRIMARY COLLECTION RESPONSIBILITIES HAVE BEEN ACCEPTED

MILITARY ENGINEERING
WORLD WAR II
AERONAUTICS
KOREA/JAPAN
VIETNAM
JAPANESE/KOREA LANGUAGES

MILL VALLEY PUBLIC LIBRARY

SUBJECTS FOR WHICH PRIMARY COLLECTION RESPONSIBLITIES HAVE BEEN ACCEPTED

CLASSIC GARDENING
MIWOK INDIANS
JUNGIAN PSYCHOLOGY

SUBJECTS THAT COLLECTING WILL CONTINUE BUT ARE NOT PRIMARY COLLECTION RESPONSIBILITIES

ARCHITECTURE
PAINTING
PHOTOGRAPHY
DRAMA
NATIVE PLANTS
THEATRE ARTS
FILM

NAPA CITY-COUNTY LIBRARY

SUBJECTS FOR WHICH PRIMARY COLLECTION RESPONSIBILITIES HAVE BEEN ACCEPTED

BIOGRAPHY
MODERN EUROPEAN HISTORY

SUBJECTS THAT COLLECTING WILL CONTINUE BUT ARE NOT PRIMARY COLLECTION RESPONSIBILITIES

CALIFORNIA HISTORY
SPANISH LANGUAGE

SAUSALITO PUBLIC LIBRARY

SUBJECTS FOR WHICH PRIMARY COLLECTION RESPONSIBILITIES HAVE BEEN ACCEPTED

NAUTICAL ENGINEERING
SAILING

SUBJECTS THAT COLLECTING WILL CONTINUE BUT ARE NOT PRIMARY COLLECTION RESPONSIBLITIES

ART (modern)

SAINT HELENA PUBLIC LIBRARY

SUBJECTS FOR WHICH PRIMARY COLLECTION RESPONSIBILITIES HAVE BEEN ACCEPTED

VITICULTURE
WINE MAKING

SUBJECTS THAT COLLECTING WILL CONTINUE BUT ARE NOT PRIMARY COLLECTION RESPONSIBILITIES

SPANISH LANGUAGE

SAN RAFAEL PUBLC LIBRARY

SUBJECTS FOR WHICH PRIMARY COLLECTION RESPONSIBILITIES HAVE BEEN ACCEPTED

PSYCHOTHERAPY

SUBJECTS THAT COLLECTING WILL CONTINUE BUT ARE NOT PRIMARY COLLECTION RESPONSIBILITIES

FINE ARTS
ARCHITECTURE
INTERIOR DESIGN/FURNITURE
INVESTMENTS
MANAGEMENT
SMALL BUSINESS

SOLANO COUNTY LIBRARY

SUBJECT FOR WHICH PRIMARY COLLECTION RESPONSIBILITIES HAVE BEEN ACCEPTED

CHILD REARING

SUBJECTS THAT COLLECTING WILL CONTINUE BUT ARE NOT PRIMARY COLLECTION RESPONSIBILITIES

INVESTMENTS
MANAGEMENT
SMALL BUSINESS
MOTOR VEHICLES
SPANISH LANGUAGE

MENDOCINO COUNTY LIBRARY

SUBJECTS FOR WHICH PRIMARY COLLECTION RESPONSIBILITIES HAVE BEEN ACCEPTED

POMO INDIANS

LAKE COUNTY LIBRARY

SUBJECTS THAT COLLECTING WILL CONTINUE BUT ARE NOT PRIMARY COLLECTION RESPONSIBILITIES

ANIMAL HUSBANDRY

NAPA VALLEY COLLEGE LIBRARY

SUBJECTS THAT COLLECTING WILL CONTINUE BUT ARE NOT PRIMARY COLLECTION RESPONSIBLITIES

GEOLOGY (earthquakes)
PHOTOGRAPHY
NATURAL HISTORY